West Virginia Italian Heritage Festival

340 West Main Street
P.O. Box 1632
Clarksburg, WV 26301
304.622.7314
304.622.5727
wvihf@wvihf.com
www.wvihf.com

CRAFT APPLICATION AND RULES

1. **A CRAFT VENDOR SHALL ONLY SELL ITEMS THAT ARE EITHER HANDMADE, HANDCRAFTED, OR HAND EMBELLISHED. EXAMPLES: HAND-POURED CANDLES, HANDMADE CUTTING BOARDS, HANDCRAFTED JEWELRY (i.e.-CANDLES THAT ARE PURCHASED FOR RESALE ARE NOT FOUND UNDER THIS CLASSIFICATION). IF VENDOR HAS QUESTIONS ABOUT VALIDITY OF PRODUCT, PLEASE CALL THE OFFICE.**
2. **THE FESTIVAL RESERVES THE RIGHT TO LIMIT THE NUMBER OF EACH TYPE OF PRODUCT SOLD ON FESTIVAL GROUNDS.**
3. **VENDOR MUST PROVIDE PROOF OF LIABILITY INSURANCE COVERAGE FOR THE PERIOD OF TIME COVERING THE FESTIVAL.**

Please type or print:

NAME	ADDRESS	PHONE	EMERGENCY CONTACT
			name
BUSINESS NAME			phone
ITEMS TO BE SOLD:			

Please indicate size of street space needed with the guidelines below.

10' x 10' Space **$400.00** **$ _____**

10' x 20' Space **$500.00** **$ _____**

2 Separate 10' x 10' Spaces **$700.00** **$ _____**

Will you require a tent canopy rental? YES NO

Tent Canopy Rental **$150 per 10X10 space** **$ _____**
(if you have a 10X20 space you will need two canopies)

Refundable Rental Fee for Extension Chords and Lights: $75 **$_____**
Fee will be refunded upon return of undamaged WVIHF property*

SUBTOTAL: **$ _____**

Less 10 % if paid *IN FULL* by May 1, 2017: **$ _____**

BALANCE DUE: **$ _____**

****REQUIRED FOR APPROVAL**** **Electrical Hook-Up Requirements: AMPS: _____ VOLTS: _____**

* **New vendors are required to submit a picture of the tent or trailer that will be used**
* **If tent canopy rental is necessary, vendor must submit one-half of the booth rental fee plus the total amount of the canopy rental, with the signed application (full amount due 01MAY17, if utilizing the 10% discount).**
* **Certificate of liability insurance must be submitted with application.**
* **Vendor agrees to provide Italian products for purchase.**
* **Vendor agrees to decorate their booth with an Italian theme.**
* **Failure to comply with rules of application will result in negation of contract and loss of funds that have been submitted.**
* **The West Virginia Italian Heritage Festival assumes no responsibility for theft, damages , negligence of applicant vendor or other vendors, loss of funds due to visitor attendance, and/or acts of God**

Once signed and received by this office, this document becomes a legally binding contract.
Emailed contracts with digital signature are acceptable as agreement in terms . Please make a copy for your records.

_____

Vendor Signature **Date**

_____ _____

WVIHF Representative **Date**

For office use only NAME	FOP	DATE	INS CERT	TENT RENT	EXT CORD/ LIGHTS RENT	FOOD PERMIT	CONTRACT NOTES